

Summary Minutes
IT Strategic Plan Committee
Thursday, July 15, 2004
10:00 am – 12:00 noon

The meeting came to order at 10:05 a.m.

Members and staff attending: Clark Kelso, Andrew Armani, Bernard Soriano, Claudina Nevis, and Ben Williams were present and Pat Yerian and Jon Fullinwider joined via conference call. Carlos Ramos was absent (vacation).

Action: The Committee affirmed the membership listing after Bernard Soriano was added as the Committee Vice-chair. The Committee adopted a Name Change to the "IT Strategic Plan Committee."

Clark Kelso provided his perspective of the Committee Objectives and Timeline:

1. The plan should provide sufficient detail to guide state departments and the Department of Finance on the actions they should take to take or approve individual actions. It should not be so general that anything can fit under the tent.
2. The plan must be credible and it must be achievable.
3. The timeline initially is very short. The delivery date (November 1, 2004) was established by Governor Schwarzenegger. After the initial plan is prepared, it should be reviewed every one to two years and modified as needed. The Judicial Council has a process for periodically evaluating accomplishments under its plan, which is a model we may adopt.
4. This will likely have to stand alone, as Clark does not expect that there will be a comparable State Strategic Business Plan.

Strategic plans from several other states were distributed.

Action: The following revised language was adopted for the Committee Charter:
The IT Strategic Plan Committee is charged with drafting a high level Strategic IT Plan for the Executive Branch of California State government. The Plan shall be prepared in consultation with the State CIO, IT Council members and committee chairs, representatives of the Governor's Office and Cabinet, and other stakeholders. As required, the Strategic Plan Committee shall lead subsequent reviews and prepare updates to the Plan as warranted.

Action: The following high-level timeline was adopted for Committee actions:

<u>Deliverable</u>	<u>Completion Date</u>
1. Establishment of Working Group(s)	July 23, 2004
2. Plan for the California IT Strategic Plan	July 30, 2004
3. Complete Mission Statement and high level goals	August 20, 2004
4. Complete first draft of detailed goals and objectives	September 1, 2004

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| 5. "Progress" draft of conceptual Plan to Council members | September 17, 2004 |
| 6. Review of final draft Plan by IT Council members | October 20, 2004 |
| 7. IT Council formal review and approval | October 29, 2004 |
| 8. Revise final Plan, incorporating Council changes | October 31, 2004 |
| 9. Complete draft Executive Order and GAR | November 1, 2004 |

There was a brief review of draft strategic planning documents prepared by Clark Kelso in 2003 and 2004. The draft State Strategic Plan for IT in Government (2005-2010), dated July 9, 2004, will serve as a basis for developing the Council's plan. It is to be considered only a starting point. It is not carved in stone. The Committee may add to it, modify it, or eliminate portions, as it believes advisable. Pat Yerian pointed out that it misses some of the underlying details that must be accomplished and suggested that Governance and Organizational Capacity may really be overarching issues or preconditions to successful planning. There seemed to be general concurrence. This may be considered further by the Committee and Working Group. It was also noted that Procurement Reform was not addressed as a goal. This clearly is important, but it was decided that it should only be added if we have a feasible recommendation that appears achievable.

Other factors that might be considered in preparing the plan:

- ◆ State (central) vs. departmental responsibilities
- ◆ Small and very small departments
- ◆ Baseline cost and infrastructure information (needed ASAP)
- ◆ Inclusion (or not), to some more limited extent, of State agencies outside the Executive Branch and local governments
- ◆ "Ownership" must come from Governor, Agency secretaries, department directors, and senior CEAs, not from the State CIO

Action: The following was adopted as a Mission Statement for the State IT Strategic Plan (pending additional changes, if appropriate:

The mission for the use and development of information technology in California State government for the years 2005 to 2010 is as follows:

The Executive Branch of California State Government, acting in an Enterprise capacity, will acquire, manage, develop and deploy its information technology and data resources to support responsive and cost-effective State operations and to establish timely and convenient delivery of State services, benefits, and information to the public.

Action: Following a discussion of approaches, it was decided that the Committee should be expanded to include a Working Group comprised of the chairs of all the other standing committees of the IT Council. One approach may be to have the Working Group further organized along the major Goals, with an additional Working Group focusing on baseline and measurement. Jon pointed out that it is key to have clear deliverables and vision. Clark noted that we

should probably focus on short term (1 year) and medium term (3 years) operational objectives.

There was a discussion of possibly organizing a full-day offsite meeting, probably in October. Pat offered a conference facility operated by the Judicial Council in Natomas. The offsite would involve the Committee, the Working Group, and possibly the entire Council.

The Committee decided to meet every two weeks (on Fridays) through October. Meetings will therefore be established as follows:

- ☒ Friday, July 30, 2:00-4:00 p.m., McGeorge School of Law
- ☒ Friday, August 13, 9:00-12:00 noon, Location to be determined
- ☒ Friday, August 27, 9:00-12:00 noon, Location to be determined
- ☒ Friday, September 10, 9:00-12:00 noon, Location to be determined
- ☒ Friday, September 24, 9:00-12:00 noon, Location to be determined
- ☒ Friday, October 8, 9:00-12:00 noon, Location to be determined
- ☒ Friday, October 22, 9:00-12:00 noon, Location to be determined

The meeting was adjourned at 11:45 a.m.